**WORKPLACE READINESS/ PRACTICUM**

**prepare practice work**

**What is Workplace Readiness/ Practicum?**

It is an integral part of the Knowledge and Employability curriculum where students participate in Off-campus experiential learning.

**How does it work?**

Under the cooperative supervision of a teacher-coordinator and the employer’s on-site representative, students may participate in work experience, job shadow, job investigation or research, workplace observation, worksite investigation or a mentorship arrangement or project.

**What is in it for high school students?**

* Provides hands-on experience to help students relate their schooling to everyday life in the workplace and community
* Assists students in developing and expanding their employability and work skills.
* Provides students with an opportunity to gain knowledge and work experience in a career area of their choice
* Encourages students to develop safe workplace practices and procedures

**What is in it for employers?**

* Encourages cooperation between the business community and the educational system
* Provide employers with a talent pool of trained and prepared potential employees.

**What will students learn?**

* Employability Competencies:
* Managing Transitions
* Personal Management
* Working with Others
* Occupational Competencies
* Career Awareness
* Job Management/Work-based Learning
* Workplace Safety

**How do students earn credits for Workplace Readiness/Practicum?**

* Workplace Readiness 10-4 and Workplace Practicum 20-4 and 30-4 are all 5-credit courses
* Credits are earned toward the requirement for a Certificate of High School Achievement or an Alberta High School Diploma
* Workplace Practicum’s can be extended in time and credits by allocating Work Experience credits (3–10) to the 5-credit practicum course
* Students may access more than one practicum at the 20–30 levels, depending upon the number of corresponding prerequisite occupational courses they have taken
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**What are the minimum student requirements?**

* 15 years of age
* Enrolled in grades 10, 11, or 12
* Completion of Workplace Readiness 10-4 or other HCS 3000 Workplace Safety Systems

**What are Workplace Readiness/Practicum Roles?**

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| --- | --- | --- |
| **Student** | **Employer** | **Teacher /**  **Off-campus Coordinator** |
| Complete required course work and Workplace Readiness 10-4 or prerequisite HCS 3000 Workplace Safety Systems  Obtain permission from parents for workplace practicum involvement.  Under the supervision of the teacher, obtain a placement for work experience, job shadow, workplace observation, work site investigation or mentorship.  With assistance from the teacher, complete required Off-campus contract.  Attend the workplace on time and on scheduled days.  Do workplace tasks and/or learn occupation and workplace information to the best of his/her ability.  Follow all safety and security policies of the workplace.  With the assistance of the teacher, complete and turn in all required records. | Provide a safe work environment.  Complete required contract and safety check with Off-campus coordinator.  Prepare, with the teacher, a learning plan which is consistent with the abilities of the student.  Allow for progressive development of occupation related knowledge and skills.  Provide effective and appropriate supervision.  Complete, with the teacher, evaluation of student progress.  Report accidents according to established procedure. | Locate appropriate worksites to provide students with opportunities for work experience, job shadow, job investigation, workplace observation, and/or mentorship.  Conduct a work site inspection.  Ensure parental approval for Workplace Readiness/Practicum.  Coordinate the development of learning plans.  Assist students with completion of required forms.  Provide orientation for students and employers.  Act as a liaison between student, employer and the school.  Coordinate, with the employer evaluations of the student’s progress.  Complete all required forms. |

**How can I get more information?**

* Off-campus Education [website](http://www.education.alberta.ca/teachers/program/off-campus.aspx)